



IBU Development Project Guidelines 2023/2024

March 2023

Objectives

1. Build the capacity of existing members to regulate better, promote and develop the sport at a national level.
2. More activity by member federations.
3. Promotion of gender equality, sustainability and good governance

Project targets

1. Youth and Junior athletes' development as part of a long-term national strategy
2. Biathlon expert support
3. Support of training venues
4. NF Partnerships
5. Sustainable business development
6. Customised development project with contributions to all stakeholders

General principles: IBU Development projects support

The total budget for all projects is 1,000,000 EUR

1. NFs can generally receive a maximum of **20,000 EUR for individual projects** (Youth and junior athletes development, Biathlon expert support, support of training venue), an **additional 20,000 EUR for Sustainable business development projects** (Sustainability, Gender Equality or Athletes' involvement after sports career) and **20,000 EUR per each partnership project** (max. 3 projects per NF allowed).
2. Individual projects are available to all NFs from **A to E** development category. Sustainable business development projects are available to all NFs from **A to D** development category. Partnership projects are available only to A and B development category NFs.
3. The maximum support per each Sustainable business development project is **10,000 EUR (you can apply for more than one up to 20 000EUR)**.
4. **A-category NFs** have to lead at least one partnership project to be allowed to apply for individual projects or sustainable business development projects.
5. According to the IBU Development categories 2023/2024, only NFs from A and B categories can apply for partnership projects partnering with federations from the B, C, D or E categories (partnership projects between A and B or B and B federations are also allowed). NFs may lead a maximum of 3 partnership projects per season. In one partnership project, more than two NFs can be involved.
6. The total development support can not exceed 20% of the NF's turnover from the previous year. *(Example: If your turnover is less than 50,000EUR, you may apply for a maximum of 10 000 EUR development support (20% of 50,000 EUR))*
7. The IBU financial support shall not exceed 50% of the total project costs to ensure its own financial activities from the NF. Donated services (e.g. professional services free of charge, value-in-kind) or voluntary work may not exceed 50% of the NF contribution. If the applicant reduces the budget during the execution of the project, the IBU contribution will be reduced according to the 50% rule. NF **Partnership** projects are excluded from the 50% rule; no NF contribution is required.
8. All applications have to be submitted online via [IBU Scope](#).
9. The following projects are not considered for any development support:
 - stadium constructions
 - stadium maintenance
 - renovation of targets
 - material requests
 - car purchase
 - Team equipment and any materials already provided through the Material distribution

10. The applications will be analysed by the Development Department and communicated to the EB according to the following criteria:

- a. Compatibility with the objectives and guidelines of the programme
- b. Athletes/Coaches/Expert profiles
- c. Feasibility of the activities
- d. Budget consistency

Following the analysis and approval, the Development Department will confirm the project application in IBU Scope, approve the IBU financial support and inform the NF about the budget distribution.

11. Following the project's approval, the NF must ensure that the approved activities are completed, and comprehensive reporting is provided as indicated in each project. The report generally includes a statement on the achieved goals, an expert report where required and a list of invoices or other documents confirming the costs incurred. The reports with financial statements should be sent no later than 30 days after the project's end but no later than 15th April 2024. The IBU has the right to publish the reports on the IBU website.

12. 50% of the financial support will be transferred after the project has been approved, and the other 50% will be transferred after the project report has been accepted.

13. Only the NFs which finalise the project latest by 15 April 2024 can apply for the next IBU Development projects support.

14. IBU reserves the right for announced/unannounced visits to check the project implementation or requesting copies of the invoices listed in the project financial report . In case of misused support, the IBU might decide to suspend the respective NF from any development support for a certain time.

Call for applications:

01 April - 15 May 2023

Duration of projects:

01 June 2023 - 31 March 2024

Announcement of results:

31 May 2023

Deadline for reports submission:

15 April 2024

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PROJECTS DESCRIPTION

1. Youth and Junior athletes' development as a part of the long-term national strategy

1.1. Identification and training of youth and junior athletes with regard to increasing the number of athletes at the national and international level

The project offers the NFs financial assistance to identify and train talented athletes for youth competitions at a national, regional and international level. Activities that might be included in the project are short-term national identification projects and training camps.

You can refer to the list of potential projects below:

- 1) Youth and Junior athletes camp(s)
- 2) Talent Identification Events
- 3) Others proposed by the NF

1.2. Popularisation of biathlon among kids (minimum age of 12 years)

The project offers the NFs financial assistance to identify and train talented athletes for youth competitions at a national, regional and international level. Activities that might be included in the project are biathlon activities to popularise the sport and recruit kids to biathlon.

You can refer to the list of potential projects below:

- 1) (Series) of public events to recruit kids to biathlon
- 2) Laser-/Air-rifle activities in schools
- 3) Recruitment training camps for kids
- 4) Others proposed by the NF

The following applies to both projects (1.1. and 1.2.):

Co-financing may cover the following costs:

- 1) Transport for participants
- 2) Accommodations
- 3) Insurance of project participants, coaches
- 4) National coach-coordinator fee
- 5) Transportation of sports equipment
- 6) Other approved by IBU



The following expenses will not be taken into consideration within the scope of this project:

- 1) Costs relating to the participation of athletes in national and international events or any other IBU events

The application must be submitted through IBU Scope and must include the following information:

- 1) Description of a long term national strategy
- 2) Proposed action plan based on the expected objectives
- 3) Dates and deadlines of the various phases/activities of the projects
- 4) Detailed budgetary proposal covering all expenses, accommodation costs, and fees agreed with the coach or coordinator of the project
- 5) Other parties included in the project, especially Olympic Solidarity (OS) findings, if applicable

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Photos and any other useful documents



2. Biathlon expert support

The project aims to either support countries in building or evaluating a biathlon development strategy related sports system by putting in place a medium- or long-term plan consisting of consultations with an expert assigned by the IBU or support countries to close the gap to leading federations with an expert proposed by the NF or assigned by the IBU.

The project is dedicated to all NFs who want to develop biathlon in their country or close the gap to leading federations using expert consultation.

You can refer to the list of potential projects below:

- 1) Encourage grassroots development or further develop existing initiatives
- 2) Establish/improve the national competition system
- 3) Set up or strengthen youth and junior training programmes
- 4) Create a national talent identification system
- 5) Get an education about the principles and rules of biathlon
- 6) Build a biathlon venue in the country
- 7) Close the gap between leading and developing/progressing federations

This programme is not meant to cover the costs of hiring a coach who trains the national youth and junior teams. It is about the consultation with an appointed expert who can put together a realistic medium- or long-term strategy or training plan with attainable objectives within the national setting. Depending on the needs, the appointed expert can divide her/his mission into short-term visits of two or three weeks rather than one long-term period.

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Expert's transport costs
- 3) All the costs linked to the presence of the expert in the country (accommodation, food, domestic transport)
- 4) Expert's fee
- 5) Health and accident insurance
- 6) Other approved by IBU

The application must be submitted through IBU Scope and must include the following information:

- 1) Dates and deadlines of the various phases/activities of the projects
- 2) CV of the expert (only if the NF proposes the expert)
- 3) Detailed budgetary proposal covering all expenses, including travel and accommodation costs as well as fees agreed with the expert

The experts may be proposed by the NF or appointed by the IBU.



While the action plan is being implemented, the NF must maintain constant and close contact with the expert. The expert should immediately inform IBU in writing of any problems that may occur to allow for a quick reaction if necessary.

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Technical information by the expert
- 4) Photos and any other useful documents

3. Support of training venue

The project offers the NFs financial assistance to equip the facility with biathlon training targets, laser or air rifles to train youngsters and develop biathlon at the national level.

You can refer to the list of projects below:

- 1) Buying the biathlon targets
- 2) Provision of laser or air rifles for training youngsters
- 3) Purchase of a moveable event set up

Co-financing may cover the following costs:

- 1) Biathlon targets (a maximum of 10 targets)
- 2) Laser or air rifles
- 3) Moveable shooting range

The application must be submitted through IBU Scope and include the following information:

- 1) Documentation that proves the existing training facility for the biathlon targets
- 2) Information about the users of the laser or air rifles
- 3) Dates and deadlines of the various phases/activities of the projects
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other useful documents

4. NF Partnerships

The project's main objective is to facilitate the exchange of knowledge and experience among NFs and mutual support in keeping our sport at a high level. Exchange and cooperation programs between nations include coaches and athletes training, coaches/referees/officials education and practical training, administrative staff training and mentorship programmes.

According to the recent IBU development categories, A and B category NFs can apply for a maximum of 3 partnership projects partnering with federations from B, C, D and E categories. Partnership projects between A and B or B and B categories are allowed from season 2023/2024 on. In one partnership project, more than two NFs can be engaged.

The NFs Partnership project is excluded from the 50% rule and doesn't require NF's own financial contribution.

You can refer to the list of potential projects below:

- 1) Joint camps combined with educational programmes for coaches (seminars, presentations, meetings, etc.)
- 2) Joint Referee/Official Seminars
- 3) Joint Technicians Seminars
- 4) Best practice exchange system for administrative staff

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Travel and accommodation costs
- 3) Expert's fee during the seminars and workshops
- 4) Health and accident insurance
- 5) Other approved by IBU

The application must be submitted by A or B category NF via IBU Scope and must include the following information:

- 1) Plan of the exchange program
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Draft of the seminars and other educational activities agenda
- 4) Detailed budgetary proposal covering all expenses, including travel and accommodation costs and fees agreed with the experts
- 5) Statement of the partnering NF(s) about their participation in the project

While the action plan is being implemented, the NF must maintain constant and close contact. The A or B-categories NFs will be responsible for the overall organisation and follow-up of the seminars, workshops, and camp, including but not limited to the logistical arrangements, communication with participating NFs and reporting to the IBU.

The A or B category NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Photos and any other useful documents

5. Sustainable business development

5.1. Athletes' involvement after a sport career

The project aims to keep more retired biathletes in the biathlon family through co-financing (in cooperation with the NF) of biathletes' remuneration, training, or education who want to stay in the national federation as coaches, technicians, staff, officials, etc.

The project offers the NFs financial assistance to keep athletes in the sports organisations in different roles and ensure a smooth post-sporting transition for athletes. The project should last a minimum of 6 months.

Co-financing may cover the following costs:

- 1) Athletes' education or training related to the sports organisation's work (sport management, coaches at a different level, mentoring, etc.).
- 2) Athlete's remuneration in a sport or administrative area within the NF.

Athletes must fulfil the following criteria to be considered for financial support:

- 1) Represents the NF at the international level in senior categories for a minimum of 2 seasons
- 2) Athlete must not be retired from the sport more than 5 seasons ago (flexibility for case-by-case decisions in case of good arguments)
- 3) Only athletes who have not been convicted of a doping offence or sanctioned for actions contrary to standards of sporting ethics.

The application must be submitted through IBU Scope and must include the following information:

- 1) Dates and deadlines of the various phases of the projects
- 2) CV and motivational letter of the athlete
- 3) Detailed budgetary proposal
- 4) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Athlete's evaluation form
- 3) Photos and any other useful documents, e.g. certificates

NOTE: Applications with same athlete max. 3 seasons; athletes who are already fully employed by the federation are not considered

5.2. Sustainability

The projects' main objective is to support NFs' efforts to make their activities more sustainable, reduce their own carbon footprint as a federation and support awareness-raising projects and initiatives. Projects can concern the creation of an NF sustainability strategy (with expert support if needed), calculating the NF's carbon footprint, preparation of a carbon management plan or any projects that aim to raise general awareness of sustainable behaviour and climate advocacy.

Potential projects include:

- 1) Creation of an NF Sustainability strategy and/or policy
- 2) Calculation of the NF's carbon footprint (baseline)
- 3) Preparation of a carbon management plan
- 4) Development of communication and educational programmes to grow awareness of sustainability and advocate for the importance of climate action by the national biathlon family, stakeholders and fans
- 5) Others proposed by the NF

Co-financing may cover the following costs:

- 1) Organisational and administrative costs
- 2) Expert's travel costs
- 3) Expert's fees
- 4) Preparation and production of materials (e.g. policy or calculation or campaign materials)
- 5) Other as approved by IBU

The application must be submitted via IBU Scope and include the following information:

- 1) Proposed action plan based on the expected project objectives
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Definition of external expertise required
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other support documents, e.g. brochure, invitation

NOTE: IBU will not financially support the purchase of carbon offset credits.

5.3. Gender Equality and Diversity

The project's main objective is to increase the number of girls in the biathlon family and ensure equal opportunities for everyone. In addition, projects can focus on increasing the number of women practising biathlon, activating women coaches in biathlon, all activities related to creating an NF gender equality policy, prevention of harassment and abuse, etc.

You can refer to the list of potential projects below:

- 1) Encourage gender equality and diversity activities or further develop existing initiatives
- 2) Organise gender equality seminars, webinars and workshops to encourage more women working in biathlon
- 3) Establish programmes focusing on the prevention of harassment and abuse
- 4) Cover fee of female coaches or technicians
- 5) Support pregnant athletes to continue their sports activities during pregnancy while ensuring their safety and well-being or support postnatal exercise programs and psychological support to help athletes manage the transition to motherhood after giving birth max. two years ago, as well as child care during the training and competing periods.

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Expert's (lecturer) travel costs
- 3) Expert's or lecturer's fee
- 4) Preparation and production of materials (e.g. brochure)
- 5) Salary of female coaches or technicians
- 6) Training process support for pregnant athletes and athletes who gave birth max. 2 years ago
- 7) Childcare during the training and competition periods.
- 8) Other approved by IBU

The application must be submitted through IBU Scope and must include the following information:

- 1) Proposed action plan based on the expected objectives
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Draft of seminars/workshops agenda
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other valuable documents, e.g. brochure, invitation

6. Customised development project with contributions to all stakeholders (available only to A-category NFs)

The goal of a customised sport development project with contributions to all stakeholders is to create sustainable future-oriented projects that meet biathlon's specific needs and interests and align with the IBU Target 26 strategy.

The budget can be discussed case-by-case.

The following criteria will be considered during the evaluation of the project:

1. Alignment with project mission and vision: Is it clear how your proposal will contribute to the project's success and the needs and goals of all stakeholders?
2. Feasibility: Is your proposal feasible? Have you developed a realistic and detailed plan for implementing your proposal, including timelines, budgets, and resource requirements?
3. Expertise: Do you have the necessary experience and expertise to implement your proposal successfully?
4. Stakeholder engagement: Have you demonstrated how your proposal will address the needs and goals of all stakeholders, including athletes, coaches, officials, spectators, and sponsors?
5. Evaluation and monitoring: Have you developed a plan for monitoring and evaluating the success of your proposal, including metrics and evaluation criteria that reflect the needs and goals of all stakeholders?
6. Sustainability: Have you emphasised how your proposal is sustainable and environmentally friendly? Have you demonstrated how you will minimise waste, reduce your carbon footprint, and promote environmentally responsible practices?
7. Supporting documentation: Have you provided strong supporting documentation, such as letters of support from stakeholders or examples of similar projects you have worked on, to demonstrate your credibility and increase the likelihood of your proposal being accepted?

The application must be submitted via IBU Scope and include the following information:

- 1) Proposed action plan based on the expected project objectives
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Definition of external expertise required
- 4) Detailed budgetary proposal
- 5) Other parties included in the project